

TRANSFERRING MEMBER ACCESS PRIVILEGES

Mahogany Homeowners Association • 29 Masters Park SE, Calgary Alberta, T3M 2C1
(403) 453-1221 • memberships@mahoganyhoa.com • www.mahoganyhoa.com

Mahogany Address:		Property Owner Billing Address: [] Same as Property Address
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Property Owner Information			☐ New Build Home	☐ Resale Home
First Name:		Last Name:		Phone Number:

Membership Requirements (check all that have been completed/provided)		
☐ Land Title Certificate	☐ Encumbrance Fees	☐ Resale Admin Fee (for Resale only)

Important Notes:

- The Mahogany Homeowners Association annual Encumbrance fees must be in good standing before the owners Member Access Privileges can be transferred over to tenants.
- For absentee homeowner(s), the owner(s) cannot have Member Access Privileges if not residing in the property. Member credentials will be locked until such time as the owner(s) moves back into the residential address, as per MHOA Bylaw 2, r, (iii).
- Upon completion of this form, the tenant(s) are required to provide their lease agreement and Alberta government-issued photo ID with the current Mahogany address to the Mahogany Beach Club to receive Member Access Privileges.
- It is the property owner’s responsibility to provide written notice to the MHOA administration office of any tenancy changes or updates.
- It is the property owner’s responsibility to provide written notice to the MHOA administration office of their billing address if it is different from the Mahogany property address.

Tenant Information (additional tenant sections on back if needed)				
Current Lease Term Expiry Date (DD/MM/YYYY)		Day:	Month:	Year:

Primary Tenant	First Name:		Last Name:		Email Address:	
	☐ Yes, subscribe me to “What’s Up Mahogany?” e-newsletter for bi-weekly community updates and events.					

Other Tenant	First Name:		Last Name:		Email Address:	
	☐ Yes, subscribe me to “What’s Up Mahogany?” e-newsletter for bi-weekly community updates and events.					

Other Tenant	First Name:		Last Name:		Email Address:	
	☐ Yes, subscribe me to “What’s Up Mahogany?” e-newsletter for bi-weekly community updates and events.					

TRANSFER AUTHORIZATION

I, _____, the current owner of _____, hereby transfer my Member Access Privileges to the tenants listed on this form.

Property Owner Signature: _____ Date Signed: _____

MHOA Representative: _____ Date Signed: _____

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Additional Tenant Information		
Other Tenant	First Name:	Last Name:
	Email Address:	
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Other Tenant	First Name:	Last Name:
	Email Address:	
☐ Yes, subscribe me to <i>"What's Up Mahogany?"</i> e-newsletter for bi-weekly community updates and events.		
Other Tenant	First Name:	Last Name:
	Email Address:	
☐ Yes, subscribe me to <i>"What's Up Mahogany?"</i> e-newsletter for bi-weekly community updates and events.		
Other Tenant	First Name:	Last Name:
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